



USAID | BENIN

FROM THE AMERICAN PEOPLE

TO: All qualified Applicants
FROM: Nadege Deguenon, Acting EXO lead *DN*
Subject: Job Opportunity Announcement Solicitation #: 680-17-000001
Date: November 3, 2016

USAID is accepting applications for the following position

POSITION TITLE: USAID Project Management Specialist (Community Health Specialist)
NUMBER OF POSITIONS: One (1)
GRADE: FSN 09 (trainee level FCFA 11,311,640 to FCFA 20,501,534)
FSN 10 (FCFA 15,379,291 to FCFA 27,176,685)
OPENING DATE: November 7, 2016
CLOSING DATE: November 25, 2016 at 12:00 p.m Cotonou time
WORK HOURS: Full-time: 40 hours/week

Applicant must be a Foreign Service National or ECOWAS Cooperating Country National (CCN).

Definitions:

Foreign Service National Personal Services Contractor (FSNPSC) employee is a non-U.S. citizen employee hired by a USAID Mission abroad, whether full or part-time, intermittent, or temporary, and inclusive of a Third Country National (TCN) who is paid under the local compensation plan (LCP), and who entered in a contract pursuant to the AIDAR, Appendix J.

Cooperating Country National (CCN) is an individual/employee who is a Cooperating Country citizen or a non-Cooperating Country citizen lawfully admitted for permanent residence in the Cooperating Country.

USAID/BENIN is an equal opportunity organization. We encourage full participation of all qualified and interested persons. Persons with disabilities will be assisted and receive reasonable accommodation.

USAID/Benin anticipates awarding one Foreign Service National contract (FSNPSC) as a result of this solicitation, subject to availability of funds. USAID/Benin reserves the right not to award a contract as a result of this solicitation. This solicitation does not represent a commitment on behalf of USAID. The US Government is not obligated to make an award or to pay any costs associated with the preparation and submission of an application in response to this solicitation.

I. BASIC FUNCTION OF POSITION:

The Community Health Specialist is a full-time member of the Office of Health Team (OH). S/he serves as the Mission's principal technical adviser in the areas of community health, advising the Country Representative, the OH Director, and OH staff on community health, and ensuring that Mission policies and programming reflect current international best practices. The Specialist has primary responsibility for the management of a complex portfolio of community health activities. The Specialist represents USAID and works closely with USAID implementing partners, other health donors and partners, and high-level Government of Benin (GOB) counterparts. The Specialist is expected to exercise leadership through open communication and diplomacy in carrying out day-to-day work with these partners. S/he will provide program support in the form of capacity assessments, organization development and leadership skill transfer to government and other local civil society partners. The Specialist will lead the procurement process to establish local grants and support systems for capacity building, reporting and information sharing for community health activities. S/he shall report directly to the OH Director while consulting extensively with other OH staff. Since community health is an integrated portfolio and includes elements from many technical areas, s/he must coordinate effectively with Advisers in many technical areas, for example: malaria, family planning, maternal and child health, and HIV/AIDS. This requires effective leadership, teamwork, and diplomacy skills.

II. MAJOR DUTIES AND RESPONSIBILITIES

S/he assures technical oversight, project management, and monitoring and evaluation of health projects and activities related to community health. Specifically, the Specialist shall perform the following:

A. Project and Activity Development and Management (50%)

The Specialist will exercise considerable independent judgment in the conduct of a wide range of project and activity management duties in support of USAID/Benin health programming, including design, implementation, results management, reporting, and quality improvement. The Specialist will serve as the Agreement/Contracting Officer's Representative (A/COR), Activity Manager (AM), and/or Alternate A/COR for 3-5 health activities. The health portfolio includes many cross-cutting activities. Therefore, the Specialist must be able to work cooperatively with, and maintain good relationships with, a wide variety of technical experts. S/he will lead and coordinate the work of other technical experts with input into activities in community health. Examples of work activities in this category include, but are not limited to:

1. Manage and oversee services and deliverables provided by contractors and grantees in accordance with USAID activity management regulations and procedures. Provide technical guidance to contractors and grantees to ensure effectiveness of activities. Identify and resolve performance problems.
2. Design new activities in community health.
3. Maintain official activity management files in accordance with USAID regulations.
4. Liaise with USAID/Washington A/CORs in the management of Field Support mechanisms.
5. Conduct monitoring visits to verify aspects of health activity implementation.
6. Assess achievement against targets and performance indicators on a continual basis through analyses of reports, site visits, and ongoing contact with implementing partners.
7. Design, conduct and/or participate in evaluations of health activities.
8. Ensure that quarterly and annual reports are submitted and analyzed in a timely manner, as mandated.
9. Ensure appropriate financial management of individual health activities. Ensure that implementers submit timely and accurate accruals. Conduct pipeline analyses and ensure that funds are obligated to activities.
10. Work with other OH staff and the Development Outreach Coordinator to enhance outreach and communication activities for USAID/Benin's health portfolio. Such activities may include drafting speeches for significant events, preparing press releases, reporting cables and editing success stories.

B. Coordination and Relationship Building (30%)

1. Attend sector-specific meetings, including donor coordination meetings, Technical Working Groups, and others. Participate in inter-agency meetings.



2. Participate in policy dialogue with GOB officials in areas of responsibility to advance USAID development objectives in Benin.
3. Participate in policy development and coordination meetings within USAID and with USAID partners working in areas of technical responsibility.
4. Coordinate with the Office Director and other OH staff members to ensure that policy implications of health programs proposed by other donors in community health are assessed and tracked.
5. Seek opportunities for new partnerships, such as public-private partnerships.

C. Provision of Technical Expertise (20%)

1. Serve as technical and policy advisor to USAID/Benin on community health and oversee technical aspects of the Mission's community health activities. Remain up-to-date on ever-changing international best-practices and global health research relevant to areas of responsibility.
2. Conduct in-depth analysis of varied issues related to areas of responsibility, and use results of analysis to recommend changes or new direction in USAID policies or programming.
3. Provide technical assistance on areas of responsibility to colleagues working on cross-cutting activities.
4. Contribute to the design and implementation of the Mission's Operational Plan (OP), the Malaria Operational Plan (MOP), the Program Management Plan (PMP), Program Performance Report (PPR), portfolio reviews, and other planning, monitoring, and reporting documents.

III. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. **Education:** Minimum of Bachelor's degree in a relevant Health and Development field is required.
- b. **Prior Work Experience:** At least 5 years' work experience in capacity building local organization in health or related development field is required. Familiarity with local organizations in the health sector in Benin is required
- c. **Post Entry Training:** A/COR training, USAID training in monitoring and evaluation, USAID training in environmental compliance, GLAAS, Phoenix and Project Design and Management are required.
- d. **Language Proficiency** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): French FS-4 and English minimum of FS-4 both spoken and written are required.
- e. **Job Knowledge:** Expertise in technical and administrative capacity assessments, organization capacity building, and skill transfer methodologies are essential. Basic knowledge of epidemiology and/or biostatistics. Familiarity with compliance issues that have the potential to negatively impact USAID programming.
- f. **Skills and Abilities:** Good knowledge of the project cycle from assessment to evaluation is required. Basic principles of financial management are essential. Good analytical, problem-solving and writing skills required. Familiarity with USAID rules and regulations is strongly encouraged. Proficiency with standard office software is required, e.g., Word, Excel, PowerPoint, and Gmail.

IV. POSITION ELEMENTS

- a. **Supervision Received:** Incumbent will be supervised the OH Director.
- b. **Supervision Exercised:** The employee will not exercise supervision over other OH staff.
- c. **Available Guidelines:** A wide range of USAID guidelines are available, including the USAID Automated Directives System (ADS), Guidance on the Definition and Use of the Global Health Programs Account, and Mission Orders.
- d. **Exercise of Judgment:** Serves as the Mission's principal technical adviser in the areas of community health, advising the Country Representative, the OH Director, and OH staff on community health, and ensuring that Mission policies and programming reflect current international best practices.
- e. **Authority to Make Commitments:** The employee cannot make financial commitments on behalf of the U.S. Government

- f. **Nature, Level, and Purpose of Contacts:** The employee makes frequent (sometimes daily) contacts with other units in the Mission, with technical officials of Ministries of the GOB (particularly the Ministry of Health), donors to the health sector and local/international NGOs concerning family health issues, policies, coordination and consultation. Will be required to prepare short summaries of projects, situation reports, press releases and speeches that will need clearances. Travel may be necessary, as well as occasional overtime. There are seasonal episodes of overtime and stress, mostly around the times of preparation for the Performance Plan and Report (PPR) and the Operational Plan (OP).
- g. **Time Expected to Reach Full Performance Level:** One year.

V. EVALUATION FACTORS:

- a. **Education (15points):** Minimum of Bachelor's degree in a relevant Health and Development field is required.
- b. **Prior Work Experience (30 points):** At least 5 years' work experience in capacity building local organization in health or related development field is required. Familiarity with local organizations in the health sector in Benin is required.
- c. **Language Proficiency (15 points):** (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): French FS-4 and English minimum of FS-4 both spoken and written are required.
- d. **Job Knowledge (25 points):** Expertise in technical and administrative capacity assessments, organization capacity building, and skill transfer methodologies are essential. Basic knowledge of epidemiology and/or biostatistics. Familiarity with compliance issues that have the potential to negatively impact USAID programming.
- e. **Skills and Abilities (15 points):** Good knowledge of the project cycle from assessment to evaluation is required. Basic principles of financial management are essential. Good analytical, problem-solving and writing skills required. Familiarity with USAID rules and regulations is strongly encouraged. Proficiency with standard office software is required, e.g., Word, Excel, PowerPoint, and Gmail.

VI. INSTRUCTIONS TO APPLICANTS

Consideration and selection will be based on evaluation of the qualifications and evaluation criteria by a recruitment committee. **Applications should be in English. Applicants must submit a CV, an OF-612 form and should write a cover letter. Applicants who do not submit a CV, an OF-612 form and a cover letter in the application will not receive further consideration.** Depth and relevance of qualifications will be primarily assessed by a review of candidates' applications and a written test followed by an interview if applicable.

After candidates' applications have been initially reviewed, only those which give evidence of meeting minimum requirements for education, prior work experience and relevant skills will receive further consideration. The recruitment committee will identify a short list of candidates who will be invited to complete a written test followed by an interview. After reviewing all results, the recruitment committee will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

Applications must include the names and contacts information for at least three references and USAID may seek additional contacts for reference check as appropriate or determined necessary. At least one should be the current immediate supervisor or have been an immediate supervisor. Candidates who do not wish to have current employers contacted must state this in the application; however such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews.

Application forms: Optional Form 612 can be obtained from the USAID website <http://www.usaid.gov/sites/default/files/OF612.pdf>. If you encounter problems downloading the form, please contact Mr. Laurent Kpadonou at lkpadonou@usaid.gov or Mrs. Clemencia Acacha at cacacha@usaid.gov for a copy of the form. Applicants should retain for their record copies of all enclosures that accompany their applications.

Please reference the number of this solicitation when sending your application. Submissions made via e-mail MUST be PDF format. Electronic submissions are authorized and are to be sent to: lkpadonou@usaid.gov and cacacha@usaid.gov. Please quote the number and position title of this solicitation on the subject line of your e-mail application.

For those who wish to send hard copies of their application by mail, see the mail address below:

USAID/BENIN

ATT. LAURENT KPADONOU/ CLEMENCIA ACACHA BONOU

EXECUTIVE OFFICE (EXO)

US EMBASSY COTONOU, MARINA AVENUE

01 BP 2012 COTONOU, BENIN

N.B: Mark submissions "PSC 680-17-000001" on the application.

Applicants are requested to provide their full mailing address and contact information (telephone and e-mail where available). No response will be sent to unsuccessful applicants.

VII. COMPENSATION

The position grade is FSN 10. However compensation will be negotiated at trainee level within the range of the market value at Grade FSN-09 based upon the candidates past salary. Applicants falling at the FSN 09 will receive an annual salary increase of one step each year up to the maximum step FSN 09 upon fully successful performance. If during the 12 months' waiting period, performance is rated unsatisfactory by supervisor and supported by the Country Representative, contractor may be terminated for convenience according to the Local Compensation Plan (LCP). They may move to the higher grade FSN-10 after one year, if their performance is rated more than fully successful. Salaries over and above the market value will not be entertained or negotiated. Only salaries and the benefits listed in the local compensation plan (LCP) will be paid. USAID/Benin would like to reiterate that this position has been classified as an FSN position and in no event will this status change to an off-shore hire during the contract term, including extensions, if any.

